



Slot Coordination Guidelines
at
Hong Kong International Airport

Edition 1.2

02 March 2023

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1. Introduction

1.1 Purpose

1.1.1 The purpose of the Slot Coordination Guidelines at Hong Kong International Airport (“the HKSCG”) is to set out the airport slot (“slot”) coordination principles and processes applicable to Hong Kong International Airport (HKIA). The HKSCG has been circulated to the Scheduling Advisory Committee (SAC) for review and comments in October 2020 and January 2021. Comments received have been duly incorporated in this finalised and endorsed version.

1.2 Organisation

1.2.1 Civil Aviation Department (CAD) has assumed the role of coordinator for HKIA in July 2008. Hong Kong Schedule Coordination Office (HKSCO) (“the Coordinator”), currently in the Air Services and Safety Management Division of CAD, performs the Coordinator’s functions.

1.2.2 The Coordinator will allocate slots in a neutral, transparent and non-discriminatory way, and in accordance with the priority criteria of the HKSCG and Worldwide Airport Slot Guidelines (WASG). Airline/aircraft operators should read the HKSCG in conjunction with the prevailing WASG.

1.3 Airport Level Categorisation

1.3.1 HKIA is categorised as a Level 3 airport as defined in WASG. All airline/aircraft operators shall obtain a slot allocated by the Coordinator for each aircraft movement (arrival and departure) before operating to/from HKIA except for the types of operations listed in Annex 1 of the HKSCG.

1.4 Scheduling Advisory Committee (SAC)

1.4.1 The SAC has been set up to oversee airport slot coordination matters at HKIA. It is chaired by Deputy Director-General of CAD. Members include representatives from:

- a) Air Services and Safety Management Division (CAD);
- b) Air Traffic Management Division (CAD);
- c) Airfield Department (Airport Authority Hong Kong (AA));
- d) Airport Operations and Facilities Planning Department (AA);
- e) Worldwide Airport Slot Board;

- f) Operators of scheduled services at HKIA with Hong Kong Air Operator's Certificate;
- g) Hong Kong Board of Airlines Representatives; and
- h) International Air Transport Association (IATA) Slot Policy Working Group.

1.4.2 The terms of reference of SAC are as follows:

- a) To provide a forum for discussion between CAD, AA and airline representatives on all matters relating to airport capacity, schedule coordination and monitoring the use of slots at HKIA;
- b) To consider and establish the coordination parameters applicable at HKIA on which slot allocation are based;
- c) To consider and endorse local guidelines for slot coordination and communicate matters related to local guidelines to all airline/aircraft operators at HKIA taking into account the prevailing WASG;
- d) To review the utilisation of capacity and advise on ways of achieving a better utilisation of capacity available;
- e) To consider any matters relating to methods and parameters of slot monitoring; and
- f) To handle complaints from airlines related to slot allocation for seasonal services.

1.4.3 SAC meets bi-annually and/or as required. The agenda and working documents will be distributed to SAC members in advance of SAC meetings. Minutes of the SAC meetings will be published on HKSCO's webpage for registered users.

1.5 Coordination Parameters

1.5.1 Slots are allocated on the basis of the applicable coordination parameters which are defined as the maximum capacity available for allocation at the airport considering the functional limitations at the airport such as runway, apron, terminal, airspace and environmental restrictions.

1.5.2 The coordination parameters applicable at HKIA are:

- a) Airport daily movement limit (CAD);
- b) Runway scheduling capacity (CAD);
- c) Aircraft parking capacity (AA);
- d) Terminal/passenger flow capacity (AA) and
- e) Night flight restrictions administered under the Noise Quota Count Scheme at Annex 2 (AA).

- 1.5.3 The coordination parameters are reviewed twice each year by SAC, normally at SAC meetings. Declaration of coordination parameters and other criteria used in the allocation of slots are published on HKSCO's webpage no later than 7 days before the Initial Submission Deadline for each scheduling season.

1.6 Local Restrictions on Slot Allocation

- 1.6.1 In addition to coordination parameters, there are local restrictions on slots allocation at HKIA, e.g. termination of allocation of slots to noisy aircraft or slots for training, test and demonstration flights. Such restrictions are promulgated via Aeronautical Information Circulars (AICs).
- 1.6.2 Current and applicable AICs can be found on HKSCO's webpage. It is the airline/aircraft operator's responsibility to adhere to the requirements as stipulated in the AICs.

2. Principles of Slot Allocation

2.1 Key Principles of Slot Allocation

2.1.1 The key principles of slot allocation at HKIA are:

- a) Slots are allocated to airlines by the Coordinator for planning purposes at HKIA.
- b) Slots can only be allocated to airline/aircraft operators.
- c) An airline/aircraft operator must have a slot allocated to it before operating at HKIA except for the types of operations listed in Annex 1 of the HKSCG.
- d) Airline/aircraft operators must not intentionally operate services at a significantly different time or intentionally use slots in a significantly different way than allocated by the Coordinator.
- e) A series of slots is at least 5 slots allocated for the same or approximately same time on the same day-of-the-week, distributed regularly in the same season.
- f) An airline is entitled to retain a series of slots for the next equivalent season if they were operated at least 80% of the time during the period for which they were allocated. This is referred to as historic precedence.
- g) Historic slots may not be withdrawn from an airline to accommodate new entrants or any other category of aircraft operator. Confiscation of slots for proven intentional slot misuse will be subject to the provisions stated in paragraph 3.4.4 of the HKSCG.
- h) Slots may be transferred or swapped between airlines, or used as part of a shared operation, subject to the provisions stated in paragraphs 2.11 to 2.13 of the HKSCG.
- i) The Coordinator will act in a neutral, transparent and non-discriminatory way.
- j) The allocation of slots is independent from the assignment of traffic rights under bilateral air service agreements.
- k) Airline/aircraft operators and the Coordinator will use the IATA Standard Schedules Information Manual (SSIM) message formats for communications at HKIA.
- l) Slot times are based on the planned on-block (arrival) and off-block (departure) times.
- m) All activities involving slots, including the determination of historic slots, are in UTC, unless otherwise agreed.
- n) Monitoring of the use of allocated slots will be performed by the Coordinator.

2.2 General Priorities for Slot Allocation

2.2.1 The Coordinator allocates slots according to the declared capacity based on the following broad priority order:

- a) A series of scheduled services;
- b) Ad hoc services; and
- c) Other operations.

2.3 Primary Criteria for Initial Slot Allocation

2.3.1 When developing a slot allocation plan based on initial submissions by airlines, the Coordinator will apply the following priorities.

2.3.2 Historic Slots

2.3.2.1 The first priority of slot allocation is historic slots.

2.3.2.2 Changes to a historic slot will have priority over new requests for the same slot within the capacity available.

2.3.3 Slots Pool

2.3.3.1 Once historic slots and changes to historic slots have been allocated, the Coordinator will establish a slot pool, including any newly created slots.

2.3.3.2 Slots available in the pool are allocated to airlines requesting a slot. The Coordinator will treat new entrant requests and non-new-entrant requests holistically and fairly across the day, using the criteria set out in 2.3.4, 2.3.5 and 2.4 below.

2.3.3.3 50% of the slots contained in the pool at initial slot allocation will be allocated to new entrant requests in accordance with 2.3.4 below, unless new entrant requests are less than 50%. Similarly, 50% of the slots contained in the pool at initial slot allocation will be allocated to non-new-entrant requests, unless such requests are less than 50%.

2.3.3.4 Where this 50/50 balance is not achievable in a single season (for example, where there is a very limited number of slots available in the pool), the coordinator will endeavor to correct this imbalance over the next equivalent season (or seasons, if that is not possible) to ensure that the pool is allocated equitably to both new entrants and non-new-entrants.

2.3.4 New Entrants

- 2.3.4.1 Only airlines are eligible for new entrant status.
- 2.3.4.2 A new entrant that has been offered slots within one hour before or after the time requested, but does not accept this offer by the end of the first day of the Slot Conference (SC), will not retain new entrant status for that season.
- 2.3.4.3 If a new entrant is dissatisfied with the response from the Coordinator to its slot request, then it may ask for a meeting of the SAC to seek to resolve the situation.

2.3.5 Introduction of Year-Round Operations

- 2.3.5.1 Within each category (allocations to new entrants and other allocations from the slot pool), a request to extend an existing operation to operate on a year-round basis will have priority over a new slot request.
- 2.3.5.2 In evaluating whether the year-round priority applies, the Coordinator will allow flexibility on timings to cater for the differing requirements of short and long haul services.

2.4 Additional Criteria for Initial Slot Allocation

- 2.4.1 In developing the slot allocation plan mentioned in 2.3.1, when slots cannot be allocated using the primary criteria as set out in 2.3.2.2 to 2.3.5 above, consideration will be given to the following factors (in no particular order) to determine which of the competing requests should be allocated a slot:
 - a) **Effective Period of Operation:** Whether an airline's schedule that will be effective for a longer period of operation in the same season than other competing requests.
 - b) **Operational Factors:** When operational factors (such as curfew) at one airport creates a slot problem elsewhere, thereby constraining an airline's schedule.
 - c) **Time Spent on Waitlist:** Whether an airline's request has been pending on the waitlist longer than competing requests.
 - d) **Type of Consumer Service and Market:** The balance of the different types of services (scheduled, charter, and cargo) and markets (domestic, regional, long haul, leisure or business) will be considered with the relevant information provided by AA.

- e) **Connectivity:** The Coordinator will try to ensure that due account is taken of the development of the specific airport route network and connectivity to meet the needs of passengers and shippers.
- f) **Competition:** The Coordinator will try to ensure that due account is taken of competitive factors in the allocation of available slots. These factors could include the addition and development of a new route or competition on an existing route.
- g) **Environment:** The Coordinator will try to ensure that due account is to be taken of environmental factors in the allocation of available slots.
- h) **Local Guidelines:** Local guidelines will be taken into account by the Coordinator should they exist.

2.5 Holding and Returning of Slots

- 2.5.1 Airlines may only hold slots that they intend to operate, transfer, swap, or use in a shared operation.
- 2.5.2 To ensure that scarce capacity is not wasted, airlines must immediately return any slots they know they will not use. Even at short notice, it may be possible to reallocate returned slots to other operators.
- 2.5.3 Series of slots that an airline does not intend to operate must be returned no later than the Series Return Deadline by 15 August (Winter) or 15 January (Summer).
- 2.5.4 Airlines that intentionally return series of slots after the Series Return Deadline will receive a lower priority by the Coordinator during the Initial Coordination of the next equivalent season.
- 2.5.5 A list of airlines that return series of slots after the Series Return Deadline will be maintained and published by the Coordinator.

2.6 Use It or Lose It Rule

- 2.6.1 Historic precedence is only granted for a series of slots if the airline can demonstrate to the satisfaction of the Coordinator that the series was operated at least 80% of the time during the period allocated in the previous equivalent season.
- 2.6.2 It is the sole responsibility of the airline to monitor the usage of their slot series.

- 2.6.3 The Coordinator will provide timely feedback to airlines about flights at risk of failing to meet the minimum 80% usage requirement during the season to allow the airline to take appropriate action.

2.7 Eligibility for Historic Precedence

2.7.1 The following provisions adopted from WASG will be used to determine which slots are eligible for historic precedence and the number of operations required to achieve 80% usage:

- a) The series of slots held on the Historics Baseline Date of 23:59 UTC 31 January (summer) and 23:59 UTC 31 August (winter) is used as the basis for determining eligibility for historic precedence.
- b) For a series of slots newly allocated after the Historics Baseline Date, the number of slots in the series on the date of first allocation forms the basis of the 80% usage calculation.
- c) If the period of operation of a series of slots is extended after the Historics Baseline Date, then the airline is eligible for historic precedence for the extended period of operation, subject to the 80% usage of the extended series.
- d) Slots allocated on an ad hoc basis are not eligible for historic precedence. However, slots requested as a series but initially allocated on an ad hoc basis, which form a series by the end of the season, may be eligible for historic precedence.
- e) If an airline holds more than one series of slots at the same time with identical or overlapping periods of operation, then the usage of each series is calculated separately.
- f) If a flight operates on more than one day-of-week, then each day-of-week is considered as a separate series of slots.
- g) Time changes allocated by the Coordinator for part of a series of slots (for example, daylight saving time) do not affect eligibility for historic precedence, provided the 80% usage requirement is met over the full period of operation of the service.
- h) Historic precedence applies to the latest times approved by the Coordinator for a series of slots, unless otherwise agreed between the Coordinator and airline.
- i) Non-time related changes to a series of slots (for example, aircraft type, flight number, route or service type) do not affect eligibility for historic precedence but must be submitted to the Coordinator for confirmation as per paragraph 2.10. The 80% usage is calculated over the full period of operation of the service. Historic

precedence normally applies to the series of slots as operated the majority of the time, unless otherwise agreed between the Coordinator and airline.

2.7.2 Cancellations before the Historics Baseline Date

2.7.2.1 The cancellation of 5 or more consecutive weeks will reduce the period eligible for historic precedence or result in separate periods eligible for historic precedence. Where the separate periods are recognised as part of the same service (for example, same flight number, route, etc.) then the 80% usage will be calculated for the total number of operations across all periods.

2.7.2.2 The cancellation of periods of less than 5 consecutive weeks does not reduce the period eligible for historic precedence, provided the total number of cancellations is 20% or less of the period between the first and last date of the series of slots.

2.7.3 Cancellations after the Historics Baseline Date

2.7.3.1 All cancellations made after the Historics Baseline Date are considered as non-utilisation of the series of slots in the 80% usage calculation, unless the non-utilisation is justified on the basis of the provisions of 2.8.

2.8 Justified Non-Utilisation of Slots

2.8.1 When calculating the 80% usage of a series of slots, slots not used will be considered as operated if the non-utilisation is justified for any of the following reasons:

- a) Interruption of the air services of the airline due to unforeseeable and unavoidable causes outside the airline's control, for example a closure of an airport or airspace or severe weather; or
- b) Action intended to affect these services that prevent the airline from carrying out operations as planned – for example, industrial action or strikes.

2.8.2 Airlines should contact the Coordinator as soon as possible after a flight is cancelled or is not operated due to reasons described in paragraph 2.8.1 a) or b) above, to confirm that such flights will be treated as operated.

2.9 Flexibility in Slot Allocation

2.9.1 To achieve optimum utilisation of the available capacity when allocating slots, the Coordinator may exercise flexibility as outlined below.

2.9.2 **Season Changeover:** Arrival of a flight at the beginning of a season that departed in the previous season will be allocated as requested in the new season.

2.9.3 **Daylight Saving Time:** Where there are differences of less than 5 weeks in the start or end dates of Daylight Saving Time (DST) at the beginning or end of the season, the following guidelines will be adopted:

- a) Airlines and the Coordinator should discuss and agree how the airline should submit its request for slots during the DST periods, before the Initial Submission Deadline date.
- b) Historic precedence will apply to the full period of operation of the service. The historic time will be the time held during the majority of the season. Time changes during the DST period(s) will be treated as ad hoc changes and will not affect eligibility for historic precedence.
- c) The 80% usage calculation will be applied over the full period of operation of the service, including operations during the DST periods.
- d) Ad hoc time changes for DST periods of 7 days or less will be allocated as requested, when feasible, and will be confirmed by the Coordinator as soon as possible, ideally by start of the Slot Conference (SC).
- e) Ad hoc time changes for DST periods of 8 days or more will also be allocated by the Coordinator as soon as possible and in any case no later than 5 business days after the Historics Baseline Date.

2.9.4 Schedule Disruptions:

2.9.4.1 In the short term, flights delayed by events beyond the airline's control will be considered operated as originally allocated. Airlines do not need to apply for another slot as a result of on-the-day disruptions. More details on slot request/change are provided in paragraph 4.5.4.

2.9.4.2 When long term disruptions result in a rescheduling process, the treatment of eligibility for historic precedence should be discussed and agreed between the Coordinator and the airline.

2.10 Change of Use of Slots by Airlines

- 2.10.1 Airport slots are not route, aircraft or flight number specific and may be changed by an airline from one route to another. Such changes to series of slots are subject to final confirmation by the Coordinator.
- 2.10.2 The Coordinator's confirmation will be given promptly and not be withheld unless coordination parameters would be exceeded or the HKSCG would be violated.

2.11 Slot Mobility between Airlines

- 2.11.1 Allocated slots may be swapped on a one-for-one basis at HKIA by any number of airlines.
- 2.11.2 In the case of a swap involving newly allocated slots, which are slots other than historic slots or changed historic slots, the Coordinator may refuse to confirm the swap if not satisfied that the swap improves the operating position of that airline. Dialogue between the Coordinator and the airline is essential in such circumstances.
- 2.11.3 Airlines engaging in slot swaps must notify the Coordinator of every swap. The Coordinator will confirm the feasibility of each swap and amend its database.

2.12 Transfer of Slots between Airlines

- 2.12.1 Slots may be transferred to another airline that is serving or planning to serve HKIA:
- a) Between parent and subsidiary companies; or
 - b) Between subsidiaries of the same parent company.
- 2.12.2 The transfer of newly allocated slots, which are slots other than historic slots or changed historic slots, is not permitted until such slots have been operated for two equivalent seasons. This is to prevent airlines taking advantage of an enhanced priority, such as new entrant status, to obtain slots simply to transfer them to another airline.
- 2.12.3 Airlines engaging in a slot transfer must notify the Coordinator of every transfer. The Coordinator will confirm the feasibility of the transfer and amend its database.

2.13 Shared Operations

- 2.13.1 A shared operation involves slots held by one airline being used by another airline. Shared operations may only take place subject to the following provisions.
- 2.13.2 Airlines engaging in a shared operation must notify the Coordinator in advance to confirm the nature and feasibility of the operation. The information required by the Coordinator to confirm feasibility and for slot monitoring purposes is:
- a) The names of the airlines involved;
 - b) The details of the slots involved (for example, operating flight number); and
 - c) The period of the shared operation.
- 2.13.3 Under a shared operation, the original slot holder retains historic precedence, not the operator of the slots. The slot holder is responsible for initial submissions and typically retains control of the slots until the Series Return Deadline.
- 2.13.4 Day-to-day management of the slots (the authority to amend and cancel slots on an ad hoc basis) after the Series Return Deadline should be agreed between the airlines concerned and the Coordinator but will typically transfer to the operating airline.
- 2.13.5 The operating airline is responsible for all usage and performance requirements.
- 2.13.6 At the end of the shared operation or if the operating airline loses its operating licence, the slots involved in a shared operation remain allocated to the original slot holder.
- 2.14 Slots of an Airline that Ceases to Operate at an Airport**
- 2.14.1 An airline that ceases operations at an airport must immediately return all of the slots allocated to it for the remainder of the season and for the next season (if already allocated) and advise the Coordinator whether or not it will use the slots in the future.
- 2.14.2 If an airline fails to provide the necessary information by a reasonable deadline date set by the Coordinator, then the Coordinator may withdraw and reallocate the slots.
- 2.15 Slots of an Airline that Loses its Operating Licence**
- 2.15.1 Slots can only be held by an airline with a valid operating licence. If an airline ceases to hold a valid operating licence, its slots revert to the slot pool.

- 2.15.2 In the case of bankruptcy (or similar proceedings), the representatives of the airline should enter into dialogue with the Coordinator to discuss their future intentions for the slots and provide the contact details of the administrator.
- 2.15.3 The slots may be reserved by the Coordinator pending reinstatement of the airline's operating licence or a formal takeover of the airline's activities. The airline, its legal representatives, or the responsible licensing authority should keep the Coordinator informed of the airline's status.
- 2.15.4 If dialogue has not been initiated within a reasonable deadline set by the Coordinator, and if there is no legal protection linked to bankruptcy under applicable law, then the Coordinator will reallocate the slots.

2.16 Slots Allocated before Traffic Rights or Operating Licence

- 2.16.1 An airline may request slots for flights for which it does not yet hold all of the required traffic rights. If available, the slots will be allocated by the Coordinator in accordance with the normal allocation procedures. If an airline holding such provisional slots does not receive the required traffic rights, then the Coordinator must be informed immediately.
- 2.16.2 An airline may also request slots before it has obtained the necessary operating licences. In this instance, the Coordinator may reserve slots on a temporary basis.
- 2.16.3 The status of the airline's operating licence and/or traffic rights should be reviewed with the Coordinator by the Series Return Deadline, or at a later date agreed with the Coordinator.

2.17 Slots Allocated without Historic Precedence

- 2.17.1 Where a series of slots becomes available only on a non-historic basis, the Coordinator may reallocate those slots to another airline on an ad hoc basis.
- 2.17.2 Usage of such a series of slots does not entitle the airline to claim historic precedence. Historic precedence remains with the original slot holder, provided that airline applies for its historic slots in the next equivalent season.

3. Slot Monitoring

3.1 Definition of Slot Monitoring

3.1.1 Slot monitoring is the continuous process of reconciling the operations of airline/aircraft operators to the slots allocated by the Coordinator at HKIA.

3.1.2 There are two phases of slot monitoring: pre-operation and post-operation analysis.

- a) Pre-operation analysis is a recommended process by WASG that will help identify and prevent potential slot misuse prior to the day of operation.
- b) Post-operation analysis will help determine whether misuse of slots has occurred and whether airlines achieve historic precedence for the following equivalent season.

3.2 Key Principles of Slot Monitoring

3.2.1 The key principles of slot monitoring are as follows:

- a) Slot monitoring is intended to:
 - i. Ensure that operations at HKIA are in accordance with the slots as allocated;
 - ii. Ensure that slots are used in line with the Use It or Lose It rule;
 - iii. Help ensure scarce capacity is not wasted;
 - iv. Help ensure the smooth operation of HKIA for all stakeholders; and
 - v. Prevent the misuse of slots.
- b) Slot monitoring involves both pre-operation and post-operation analysis.
- c) Slot monitoring is applicable to all types of operations that require slots at HKIA.
- d) Slot monitoring is a continuous process which allows sufficient advance notice for corrective action to take place.
- e) Slot monitoring requires accurate and reliable data provided – in a timely manner and in the agreed format – by AA or by other relevant stakeholders as needed.
- f) Slot times are based on the coordinated on-block (arrival) and off-block (departure) times. Actual times of arrival and departure may vary due to operational factors.
- g) The investigation of potential misuse of slots will be based on data analysis.
- h) The Coordinator will enter into dialogue with airline/aircraft operators about correcting apparent misuse of slots at the earliest possible opportunity.
- i) Continued slot misuse after dialogue with the Coordinator may result in enforcement actions as described in paragraph 3.4.4 of the HKSCG.
- j) The Coordinator may consult relevant stakeholders (such as SAC, AA, or air traffic control) to review the findings of slot monitoring.
- k) Certain types of ad hoc flights may be subject to special local slot monitoring procedures.

- 3.2.2 Misuse of Slots - The following actions are deemed a misuse of slots:
- a) Operating at HKIA without an allocated slot (except for exempted operations listed in Annex 1);
 - b) Operating a flight at a significantly different time from the allocated slot;
 - c) Operating a flight in a significantly different way to the allocated slot – including a different service type, aircraft subtype, aircraft capacity, or origin/destination – without the prior confirmation of the coordinator as set out in 2.10;
 - d) Holding slots that the airline/aircraft operator(s) does not intend to operate, transfer, swap, or use in a shared operation;
 - e) Holding slots for an operation other than that planned for the purpose of denying capacity to another airline/aircraft operator(s);
 - f) Requesting new slots that the airline/aircraft operator(s) does not intend to operate; or
 - g) Requesting slots for an operation other than that indicated, with the intention of gaining improved priority.

3.2.3 In some instances, operational disruption or legitimate changes of plans may appear to be slot misuse. Communication between the Coordinator and the airline/aircraft operators is vital to understand the reasons for potential misuse.

3.3 Pre-Operation Analysis

3.3.1 The Coordinator may seek to prevent slot misuse by undertaking pre-operation analysis, a recommended process by WASG involving conformity checks before the day of operation.

3.3.2 Pre-operation analysis is a continuous process that:

- a) uses objective, transparent, and non-discriminatory criteria;
- b) would be adapted to the specific needs of the airport and types of traffic involved;
- c) would be timely and simple to calculate and administer; and
- d) considers advice given by the SAC.

3.3.3 This process requires the Coordinator to have the right data in the agreed format available in a timely manner in order to complete its analysis. AA and airline/aircraft operators shall provide the data requested by the Coordinator, in the format agreed between the parties, for this purpose.

- 3.3.4 The Coordinator will also check data sources such as:
- a) airline or travel agency webpage;
 - b) airport or ground handling data from airports at each end of the route concerned;
 - c) peer comparison (i.e., the performance of other airline/aircraft operators using similar equipment and on similar routings, giving adequate consideration for the limitations of comparisons where the equipment and routings are not identical); or
 - d) other airport coordinators.
- 3.3.5 When the Coordinator identifies a discrepancy between the published data and the allocated slot, the Coordinator will communicate this to the airline/aircraft operator(s) to allow it to take corrective actions to avoid possible slot misuse.
- 3.3.6 Despite the pre-operation analysis process, the responsibility to avoid slot misuse remains with the airline/aircraft operators. The pre-operation analysis process is not a prerequisite for the Coordinator to take action for potential slot misuse as part of the post-operation analysis.

3.4 Post-Operation Analysis

3.4.1 Data Comparison

- 3.4.1.1 AA shall provide to the Coordinator a list of flown operations, in a timely manner and in the agreed format. The data supplied should include the scheduled time, the actual on/off block times, landing and take-off times, the flight number, destination, aircraft type, service type and any other necessary data requested by the Coordinator.
- 3.4.1.2 Where actual on/off block time data is unavailable, landing and take-off times shall be provided by AA, with a recommended taxi time adjustment as an estimate for the on/off block times. Variations in taxi times may affect the accuracy of the matching process, and will be taken into account when not using actual on/off block times.

- 3.4.1.3 The Coordinator will match the actual operations to the allocated slots, creating a matched data set. This process will be done on a regular basis throughout the season.
- 3.4.1.4 The Coordinator may use similar additional data sources to identify potential slot misuse, such as air traffic control flight plans.
- 3.4.1.5 Flights operated in accordance with the allocated slots will be credited towards the granting of historic precedence.
- 3.4.1.6 Discrepancies detected in the matched data set will then be investigated as part of the slot performance process.

3.4.2 Slot Performance Process

- 3.4.2.1 The Coordinator will analyse the discrepancies in the matched data set created under the data comparison process to identify potential slot misuse.
- 3.4.2.2 The Coordinator will rely on data analysis to demonstrate potential slot misuse for further action.
- 3.4.2.3 Where potential slot misuse is identified, the Coordinator will then enter into coordinator-airline dialogue.
- 3.4.2.4 Whereas the Coordinator will avoid seeking unnecessary explanations regarding minor operational deviations, in analysing whether the deviation represents potential misuse, the Coordinator will consider, for example:
 - a) whether the deviation is a result of an obvious operational disruption (for example, known events of extreme weather, or strikes);
 - b) whether the deviation is within a reasonable tolerance, indicating normal operational variability rather than potential slot misuse; and
 - c) whether the deviation is part of a pattern of repeated off-slot operations, departing from normal operational variability.

3.4.3 Coordinator-Airline Dialogue

- 3.4.3.1 Having identified evidence of potential slot misuse, the Coordinator will contact the airline/aircraft operator(s) concerned, in writing. This message will request an explanation for the discrepancy and any proposed corrective action the airline/aircraft operator(s) plans to take. A reasonable deadline for response will be given, and all dialogue with the airline must conclude before the Agreed Historics Deadline for the subsequent equivalent season.
- 3.4.3.2 The Coordinator will endeavor to identify slot performance issues as soon as possible and contact the airline/aircraft operator(s) concerned in a timely manner, giving it the opportunity to take corrective action during the current season.
- 3.4.3.3 If an adequate explanation is provided or appropriate corrective action is taken by the airline/aircraft operator(s), the Coordinator will continue to monitor the situation. Where appropriate, the Coordinator will also notify AA of the corrective action taken by the airline/aircraft operator(s).
- 3.4.3.4 If the airline/aircraft operator(s) does not respond by the deadline provided or provides inadequate explanation, or if the proposed corrective action is insufficient, the Coordinator may consider appropriate enforcement action.

3.4.4 Enforcement Action

- 3.4.4.1 If the airline-coordinator dialogue process is unsuccessful, enforcement action shall be considered for intentional or repeated slot misuse. When deciding whether to pursue any enforcement action, in accordance with the HKSCG and WASG, the Coordinator will consider whether the slot misuse was:
- a) following a warning issued as part of the pre-operation analysis process;
 - b) a first occurrence or part of a pattern of misuse;
 - c) part of a series of slots or an ad hoc operation; or
 - d) likely to impact the airport, air traffic control operations, or other airlines.
- 3.4.4.2 Enforcement actions for intentional or repeated slot misuse may include:
- a) Referral of the matter to the SAC;
 - b) Loss of historic precedence for the series of slots involved in the next equivalent season;

- c) A lower priority for that airline for new future slot requests in the next equivalent season; or
- d) Withdrawal of the series of slots involved for the remaining portion of the current season.

3.4.4.3 There are circumstances where slot misuse is initially not deemed intentional but may become intentional during the season if the airline/aircraft operator(s) concerned does not take effective corrective actions following correspondence with the Coordinator.

3.4.4.4 The Coordinator will communicate any actions taken by them against airline/aircraft operators to AA and other stakeholders.

4. Slot Coordination Process

4.1 The allocation of slots is independent from the assignment of traffic rights under bilateral air services agreements. Airline/aircraft operators require both slot clearances and necessary licence/operating permit to carry out scheduled commercial operations. For charter operations, a charter permit would be applicable.

4.2 Calendar of Coordination Activities

4.2.1 The coordination process is driven by the “Calendar of Coordination Activities” which is published at www.iata.org/en/policy/slots/slot-guidelines.

4.3 Communication of Business Plans Between Airlines, AA and the Coordinator

4.3.1 In addition to formally applying for slots at HKIA, each airline will also have the opportunity to explain to the Coordinator its operational constraints, business priorities, and plan for HKIA, to assist the Coordinator in obtaining a holistic view of the airline’s slot requests. In return, the Coordinator may give the airline advice with respect to how the available capacity and potential allocation of slots may impact its plans. This opportunity should occur before the Initial Submission Deadline. The information provided to the Coordinator by the airline might include confidential information and therefore the Coordinator will not share that information to any other party, unless specifically authorised by the airline.

4.3.2 AA will also have the opportunity to explain to the Coordinator the business and expansion plans of HKIA, to assist the Coordinator in obtaining a holistic view of how the available capacity may be allocated and impact these plans. This opportunity should occur before the Initial Submission Deadline. The details of the business plan conveyed to the Coordinator by AA might include confidential information and therefore the Coordinator will not share that information with any other party, unless specifically authorised by AA.

4.3.3 This exchange of information is solely to assist the Coordinator in understanding the impact of allocation on the various business plans of airlines and AA and must be done without compromising the independence of the Coordinator. All discussions should in principle take place prior to initial coordination, to allow the Coordinator to complete this task without distraction or influence. The Coordinator will continue to apply the primary and secondary criteria for Initial Slot Allocation of 2.3 and 2.4 of the HKSCG in a neutral,

transparent, and non-discriminatory manner. The Coordinator will not disclose the competitively sensitive information it receives from airlines or AA.

4.4 Use of Standard Schedules Information Manual (SSIM)

4.4.1 All scheduling-related messages emailed to the Coordinator, such as Slot Clearance Request (SCR) for new slots or revisions to existing slot clearances, must be in compliance with message formats specified in IATA Standard Schedules Information Manual (SSIM) Chapter 6. Standard-format message with file attachments or special characters will be rejected. For full technical guidance on the SSIM message formats, please refer to the “[Guide to Slot Clearance Request/Reply \(SCR\)](#)” and “[Guide to General Aviation Slot Clearance Request/Reply \(GCR\)](#)” on HKSCO’s webpage.

4.5 Slot Allocation Timeline

4.5.1 Slot allocation timelines for different service types are stipulated below.

4.5.1.1 Scheduled Services

- a) For series of slots for scheduled services, airlines should send their initial submissions by email to the Coordinator at hkgslot@cad.gov.hk by 23:59 UTC on the Initial Submission Deadline. Initial submissions sent after 23:59 UTC on the deadline date will be given lower priority and may be dealt with after the Initial Coordination is completed but before Slot Initial Allocation List (SAL) messages are distributed.
- b) It is the responsibility of each airline to ensure that its initial submission has been received by the Coordinator. The Coordinator will acknowledge receipt of initial submissions. Airlines must check that they have received an acknowledgement to ensure that their submission was received. If no acknowledgement is received, the airline must immediately contact the Coordinator. Failure to do so may result in the airline’s submission not being considered during Initial Coordination and any historic slots being allocated to other airlines.
- c) The Coordinator will inform each airline of the results of Initial Coordination by SAL messages as soon as it is completed, but no later than 23:59 UTC on the SAL deadline date set in the Calendar of Coordination Activities. SAL messages will be sent at the same time to all airlines that requested slots at the airport.
- d) The Coordinator will publish the date when SALs are distributed at www.wvacg.org. Airlines that do not receive a SAL message must request it from the Coordinator.

Airlines should consult www.wvacg.org to confirm whether the SALs were distributed for HKIA. If an airline experiences continuing difficulty in obtaining a SAL from the Coordinator, it should raise the issue with IATA.

- e) After distribution of SALs, slot data of next scheduling season will be made available on HKSCO's webpage for access by registered users of airlines operating at HKIA. This data will contain full details by airline of all allocated times and outstanding requests and be up to date at the time of the request.
- f) The Coordinator will not disclose details of initial submissions to any other party before the SALs are distributed for HKIA.

4.5.1.2 Ad hoc Services / Operations

- a) For ad hoc services or operations, commercial airlines should send the SCRs by email to the Coordinator at hkgslot@cad.gov.hk at least 3 business days before the planned operation date.
- b) For General Aviation/Business Aviation (GA/BA) services, the GA/BA operators shall apply for runway slot(s) from Online Coordination System (OCS)*. They should also secure confirmation of parking stand and ground handling services from AA and Hong Kong Business Aviation Centre respectively. Details of the application procedures for runway slots, parking stand and ground handling services are available at "[Guidelines on Slot Application for General Aviation/Business Aviation at the Hong Kong International Airport](#)" available on HKSCO's webpage.

**OCS is an online system that provides real time slot availability display at selected airports including HKIA. Authorised GA/BA operators with OCS account can make online requests to add and delete slots and get immediate responses, including automatic offer for a conditionally approved slot. Application for an OCS account can be made at www.online-coordination.com.*

- c) For other operations for maintenance, test or training flights for GA/BA, operators should send General Aviation Clearance Request (GCR) by email to the Coordinator at hkgslot@cad.gov.hk no earlier than 30 calendar days and at least 3 business days before the planned operation date.

4.5.2 All request received by the Coordinator will be processed within 3 business days or, if this is not possible, acknowledged with a pending reply.

4.5.3 Where a new or revised request cannot be accommodated within the coordination parameters, the Coordinator will offer the nearest available slot (if any) to the requested times and provide the reason why the original request could not be granted.

4.5.4 Short Notice Slot Request/Change

4.5.4.1 In the event of planning an additional service/operation on short notice (less than 24 hours), e.g. a new positioning flight for recovering an aircraft-on-ground situation, slot clearance must be obtained from the Coordinator before commencing such an operation to/from HKIA.

4.5.4.2 Airline/aircraft operators need not notify the Coordinator of equipment changes, or operational variations (for example, delayed flights or weather disruptions) for operations with less than 24 hour deviation from their allocated slots. Airline/aircraft operators are required to submit a request for new slot(s) for any planned operations that will deviate from the allocated slots by 24 hours or more.

4.5.4.3 Should an airline/aircraft operator no longer require a slot that it is holding, the Coordinator should be notified by SCR or via OCS (for GA/BA) as soon as practicable prior to the relevant slot times in order that the Coordinator may in good time reallocate the slot to another interested party.

4.5.5 Handling of Slot Requests During Recovery Period after Prolonged Disruption at HKIA

4.5.5.1 Following a prolonged disruption to airport operations such as extensive flow control, typhoon or closure of runway, AA will activate the Flight Rescheduling Control System (FRCS) for the recovery period with a view to resume normal airport operations in an orderly manner. Previous slot(s) allocated by the Coordinator (including those obtained via OCS) with slot times within the recovery period are void. Airline/aircraft operators are required to submit to AA requests for new slot(s) for all flights to be operated during the recovery period. Airline/aircraft operators and/or their handling agents should refer to the relevant procedures stipulated in the HKIA Emergency Procedures Manual.

4.6 Hong Kong Schedule Coordination Office

4.6.1 The business hours of HKSCO are from 0900 to 1745L (0100 to 0945 UTC) daily except Saturdays, Sundays and gazetted public holidays. Please visit the webpage at www.ais.gov.hk for the AIC regarding the gazetted public holidays in Hong Kong. As 24-hour service is not provided, the HKSCO can only try to process urgent requests outside office hours in good faith.

4.6.2 HKSCO is not equipped to receive SITA messages. Requests via fax or telephone will only be accepted in the event of unforeseen failure of the email facilities. The contact details of HKSCO are as follows:

Fax: (852) 2910 6894

Email: hkgslot@cad.gov.hk

Tel: (852) 2910 6898 / (852) 2910 6896 / (852) 2910 6897 / (852) 2910 6263

4.7 Slot Information

4.7.1 Updated slot data can be obtained by sending Slot Information Request (SIR) to hkgslot@cad.gov.hk. Airline/aircraft operators with registered OCS account may also view and download slot data of current scheduling season from OCS.

5. Handling of Slot Complaints

5.1 Slot Complaints

5.1.1 Airline/aircraft operators should understand that slots at HKIA, a Level 3 airport, may not be available at peak times due to saturation. It is essential that airline/aircraft operators operating or planning to operate at HKIA develop an alternative plan if they are unable to acquire their desired slots. Requesting new or changing slots after the 'Historics Baseline Date', i.e. 31 August for Winter scheduling season and 31 January for Summer scheduling season, will usually have lesser chance to succeed. Experience has shown that such undesirable situations are usually due to airline/aircraft operators' inadequacy in their planning resulting in late request/change of slots. Airline/aircraft operators should try to adhere to the Initial Submission Deadline to avoid disappointment. Although the Coordinator will try to offer the most suitable alternative slots, it may still not meet the plan of the airline/aircraft operators. If the matter cannot be resolved between the airline/aircraft operators and the Coordinator in a mutually acceptable way, a complaint may be lodged according to the procedures as stated below.

- a) Complaints about ad hoc slot requests should be addressed to the Assistant Director-General of Civil Aviation (Air Services and Safety Management) via fax to (852) 2326 3654 or by email to: adg-asm@cad.gov.hk.
- b) Complaints about seasonal slot requests should first be addressed to SAC. The complaint handling procedures are stated in Annex 3. If SAC cannot resolve the matter, the complainant may bring the matter further to the Committee on Slot Complaints chaired by the Transport and Logistics Bureau (TLB). The Terms of Reference of the Committee on Slot Complaints are appended at Annex 4.

6. Update and Revision

6.1 Revision

- 6.1.1 This document, including Annexes 1 – 5 thereto, is subject to regular review and will be updated or revised where necessary for the purpose of compliance with the prevailing WASG.

Annex 1 - Types of Operations Exempted from Obtaining Slot Clearances

Due to their special nature, the following types of operations may operate at HKIA without a slot allocated by HKSCO:

- a) Emergency Situation – including diversions and the subsequent departure flight or quick returns after takeoff and the subsequent departure within 24 hours.
- b) State Aircraft – including Heads of State flights, flights carrying Government Ministers, or flights carrying visiting dignitaries from abroad on an official visit.
- c) Military Flights – including military flights carrying supplies or on mission.
- d) Humanitarian Flights – including medical emergencies, donor flights, search and rescue, and air ambulance flights.
- e) Hong Kong Government Flying Service flights.
- f) Technical Flights – including Radar and ILS calibration flights, aerial survey flights, radio frequency interference (RFI) and NAVAID check flights.

Annex 2 - Noise Quota Count Scheme for HKIA

The Noise Quota Count Scheme for Hong Kong International Airport (“QC Scheme”) is administered by the Airport Authority Hong Kong (AA). The details and information of the QC Scheme can be found at AAHK Extranet at extranet.hongkongairport.com.

For details and/or enquiry of the QC Scheme, please contact:

Airport Authority Hong Kong
HKIA Tower, 1 Sky Plaza Road,
Hong Kong International Airport,
Lantau, Hong Kong

Email: HKIAQC@hkairport.com

Annex 3 - Scheduling Advisory Committee - Slot Complaints Handling Procedures

1. If an airline/aircraft operator is not satisfied with the slots allocated for its seasonal services, the airline/aircraft operator concerned should first approach HKSCO to try to resolve the problem.
2. HKSCO and airline/aircraft operator should both make their best endeavours to try to resolve the problem. If this fails, the airline/aircraft operator may write to the Scheduling Advisory Committee (SAC) to lodge a complaint (“slot complaint”).
3. When writing to SAC, the airline/aircraft operator (“the complainant”) should provide:
 - a) copies of the correspondence with HKSCO; and
 - b) an explanation for not accepting HKSCO’s response if one has been made.
4. Upon receipt of the slot complaint and all the information referred to in paragraph 3 above, SAC should arrange, by giving its members a 2-week notice, for a special meeting to be conducted to consider the matter.
5. The complainant may request or be invited to attend and address the SAC special meeting.
6. SAC would try to resolve the problem taking into account the prevailing WASG and the HKSCG.
7. If the complaint cannot be resolved by SAC, the complainant may refer the matter to the Committee on Slot Complaints.
8. Secretariat support to the SAC special meeting on any slot complaint should be provided by officers who are not currently involved in the schedule coordination duties. Whilst HKSCO or any other member of HKSCO may provide information at the request of SAC, he/she should not participate in the deliberation about the complaint.

Annex 4 - Committee on Slot Complaints (“Committee”)

1. Terms of Reference

- 1.1 To consider complaints made by airline/aircraft operators aggrieved by the decisions of the Coordinator concerning the allocation of slots for the airline/aircraft operators’ seasonal services (“Slot Complaints”), with a view to giving advice on such Slot Complaints to the complainants and the Coordinator/the Scheduling Advisory Committee (SAC) as appropriate.

2. Membership

- 2.1 Permanent Secretary for Transport and Logistics (Transport) with Deputy Secretary for Transport and Logistics (Transport) as his alternate (Chairman)
- 2.2 Two lay members (with no direct connection with any airline operating at the Hong Kong International Airport)
- 2.3 Assistant Secretary for Transport and Logistics (Transport) (Secretary)

3. Procedures

- 3.1 Any airline/aircraft operator with a Slot Complaint (“the complainant”) may write to the Committee provided that:
 - a) the Slot Complaint has been considered by SAC in accordance with the procedures set out in Annex 3; and
 - b) the complainant does not accept SAC’s response.
- 3.2 When writing to the Committee, the complainant should provide:
 - a) copies of its correspondence with SAC; and
 - b) an explanation for not accepting SAC’s response.
- 3.3 The Committee may conduct its business in any way that it thinks fair, reasonable and efficient. In considering Slot Complaints, the Committee will make reference to the Worldwide Airport Slot Guidelines and the HKSCG. The Committee may ask the complainant and the Coordinator to attend the meeting and provide additional information, and may invite members of SAC to attend and share their views. At a

meeting to consider a Slot Complaint, both the complainant and the Coordinator shall be entitled to address the meeting.

- 3.4 When giving advice on Slot Complaints, the Committee shall ensure that the advice sets out a fair summary of the views expressed at the meeting.
- 3.5 The Secretary of the Committee will notify the complainant and the Coordinator/the SAC as appropriate in writing of the Committee's advice on his Slot Complaint.

Annex 5 - Terms and Abbreviations

AA	Airport Authority Hong Kong.
ACI	Airports Council International.
Ad hoc Change	A change to a series of slots that does not affect eligibility for historic precedence.
Ad hoc Slot	An allocated slot which is not eligible for historic precedence.
Agreed Historic Deadline	The deadline date, as set out in the Calendar of Coordination Activities, by which airlines must raise any disagreements with the coordinator's determination of historic. It is 7 days before the Initial Submission Deadline.
AIC	Aeronautical Information Circular.
Airline	An air transport undertaking holding a valid operating licence or equivalent authorisation from its civil aviation authority.
Airport Infrastructure	The full range of airport facilities and any environmental or other components, used in the operation of services at an airport.
Airport Level	The classification of airports based on its level of congestion as Level 1, Level 2 and Level 3.
Airport Managing Body	The body which administers and manages the airport facilities. In the HKSCG, airport managing body refers to "Airport Authority Hong Kong"("AA").
Airport Slot	A permission given by a coordinator for a planned operation to use the full range of airport infrastructure necessary to arrive or depart at a Level 3 airport on a specific date and time.
Bilateral Air Services Agreement	An agreement between two governments allowing the operation of commercial air services on nominated routings and through nominated airports.
CAD	Civil Aviation Department.
Calendar of Coordination Activities	The events and industry deadlines governing the coordination process of each season.
Coordination	The generic term encompassing facilitation at a Level 2 airport and slot allocation at a Level 3 airport.
Coordination Parameters	The maximum capacity available for allocation at an airport considering the functional limitations at the airport such as runway, apron, terminal,

airspace, and environmental restrictions declared by the airport or other competent body.

Coordinator	The organisation or individual responsible for slot allocation at HKIA. In the HKSCG, the Coordinator refers to CAD's Hong Kong Schedule Coordination Office.
DST	Daylight Saving Time.
Equivalent Seasons	Consecutive summer seasons (two summers) or consecutive winter seasons (two winters) as opposed to two consecutive seasons (a summer and a winter season).
Flight	The operation of one or more legs with the same flight designator.
Handling Agent	A person or organisation that represents an airline at an airport in areas of passenger or cargo services, or aircraft dispatch.
Historic Precedence	The principle whereby airlines are entitled to a series of slots that were operated at least 80% of the time during the period allocated in the previous equivalent season.
Historic Slots (or Historics)	Slots allocated on the basis of historic precedence.
Historics Baseline Date	The reference date used for the 80% usage calculation to determine historic precedence, being 23:59 UTC on 31 January (summer) and 23:59 UTC on 31 August (winter).
HKIA	Hong Kong International Airport.
HKSCO	Hong Kong Schedule Coordination Office.
HKSCG	Slot Coordination Guidelines at HKIA.
IATA	International Air Transport Association.
Initial Coordination	The process that occurs between the Initial Submission Deadline and SAL Deadline dates for each season, whereby a coordinator allocates slots at a Level 3 airport and a facilitator recommends voluntary schedule adjustments at a Level 2 airport.
Initial Submission Deadline	The deadline of 23:59 UTC on this date, as set out in the Calendar of Coordination Activities, by which airlines must submit their planned operations to coordinators and facilitators at Level 3 and Level 2 airports.
Level 1 Airport	An airport where the capacities of all infrastructure at the airport are generally adequate to meet the demands of users at all times.

Level 2 Airport	An airport where there is potential for congestion during some periods of the day, week, or season which can be resolved by schedule adjustments mutually agreed between the airlines and facilitator.
Level 3 Airport	An airport where it is necessary for all airlines and other aircraft operators to have a slot allocated by a coordinator in order to arrive or depart at the airport during the periods when slot allocation occurs.
New Entrant	An airline requesting a series of slots at an airport on any day where, if the airline's request were accepted, it would hold fewer than 7 slots at that airport on that day. In other words, an airline could schedule 3 rotations per day (3 arrivals and 3 departures, requiring 6 slots) as a new entrant.
OCS	Online Coordination System. An internet-based and real time system that allows registered users to access coordinator's databases for airports around the world.
Pool	See Slot Pool.
SAC	Scheduling Advisory Committee.
SAL (Slot Initial Allocation List message)	Standard message used by coordinators and facilitators to inform airlines of the results of Initial Coordination at a Level 2 or Level 3 airport.
SAL Deadline	The deadline date, as set out in the Calendar of Coordination Activities, by which coordinators and facilitators of Level 3 and Level 2 airports must distribute the results of Initial Coordination to all airlines.
Scheduling Season	The summer season commencing on the last Sunday in March, or the winter season commencing on the last Sunday in October.
Schedules Publication Group (SPG)	An IATA Group formed of Member Airlines, Facilitators and Slot Coordinators as well as Strategic Partnership Members. The SPG is responsible for the development and maintenance of industry standards concerning Airline Schedule information and data standards and associated business requirements. To view and/or participate in the activities under this Group, please access standards.iata.org .
Series of Slots	At least 5 slots allocated for the same or approximately same time on the same day-of-the-week, distributed regularly in the same season.
Series Return Deadline	The date by which airlines must return series of slot that they do not intend to operate, as set out in the Calendar of Coordination Activities.

Shared Operation	A generic term referring to various types of operational or commercial arrangements between two or more airlines.
SHL (Slot Historic List message)	Standard message used by coordinators to inform airlines of the status of their historic slots.
SHL Deadline	The deadline date, as set out in the Calendar of Coordination Activities, by which coordinators of Level 3 airports must provide each airline with the details of their historic slots. It is the third Monday in September (summer) and third Monday in April (winter).
Slot	See Airport Slot.
Slot Conference (SC)	A forum organised by IATA for the coordination of planned operations at Level 2 and Level 3 airports, held twice each year for the summer and winter seasons.
Slot Monitoring	An analysis carried out by coordinators to measure the operational performance of airlines compared with the slots allocated to them.
Slot Pool	The slots available at a Level 3 airport after historic slots and changes to historic slots are allocated, including any newly created slots.
Slot Swap	A process whereby allocated slots are swapped on a one-for-one basis between airlines at the same airport.
Slot Transfer	A process whereby allocated slots are transferred from one airline to another airline.
Standard Schedules Information Manual (SSIM)	The SSIM provides the industry standards consisting of data processing, messaging formats and procedures to be used for the exchange of airline schedules information and when communicating airport coordination information. SSIM includes references to other associated IATA resolutions and recommended common practices as well as industry code sets such as IATA Aircraft Types, Passenger Terminal Indicators and UTC-Local Time Comparisons pertaining to schedules data standards. The SSIM standards are maintained by the Schedules Publication Group (SPG) in collaboration with the Slot Messaging Group and the Minimum Connect Times Group.
Use It or Lose It	The principle whereby historic precedence is only granted for a series of slots if an airline can demonstrate to the satisfaction of the coordinator that the series was operated at least 80% of the time during the period allocated in the previous equivalent season.
UTC	Universal Time Coordinated also referred to as Z or GMT.

Waitlist	A non-prioritised list of outstanding requests, including both allocated slots pending improvements and requests with no slot allocated.
Worldwide Airport Slot Guidelines (WASG)	Guidelines published by ACI, IATA and WWACG to provide the global air transport community with a single set of standards for the management of airport slots at coordinated airports and of planned operations at facilitated airports.
Worldwide Airport Slot Board (WASB)	Joint forum of airports, airlines and slot coordinators/facilitators to address slot-related matters such as the development and approval of amendments to the WASG on identifying ways to improve the slot allocation system and processes and suggesting areas for policy development, and to provide guidance on industry scheduling and slot matters.
WWACG	Worldwide Airport Coordinators Group.